



**CHICOPEE CITY COUNCIL**  
**FINANCE COMMITTEE**

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**MEMBERS**

Shane Brooks, Chairman  
Frank Laflamme, Vice Chairman  
Fred Krampits  
Gary Labrie  
James Tillotson  
Jerry Roy  
Zygarowski

APPROVED 9-8-2021

**MINUTES**  
**June 17, 2021**

The following are the minutes of a public hearing held Thursday, June 17, 2021 at 6:30 PM in the City Council Chambers, Fourth Floor, City Hall Annex, 274 Front Street, Chicopee, MA 01013.

**Members Present**

Brooks, Laflamme, Krampits, Labrie, Tillotson (via zoom), Roy, Zygarowski, Susan Morando-McAndrew (Treasurer of the Cultural Council)

**Also Present**

Daniel Garvey (Associate City Solicitor), Councilor Dobosz

The meeting was called to order at 6:30 PM

In compliance with the Open Meeting Law the Chairman asked if anyone in the audience was recording the meeting.

**ITEM #1**

BE IT ORDERED THAT the Chicopee Cultural Council meet with the Finance Committee and provide an update on the 2019 initiatives as presented to the City Council on March 18, 2019.

**Councilor Brooks** stated that he spoke with Sharon Riley today and she has no concerns about the expenditures that have been made. He stated that there haven't been any expenditures made this fiscal year partly due to Covid-19. He stated that she has run it by the state DOR and in addition to that she has also been in consultation with the current Mayor and previous administration about the expenditures, and both Mayors are not concerned about how the money's been resourced at this point.

**Susan Morando-McAndrew** stated that she has been on the Cultural Council for about ten years. She stated that the Treasurer had to leave rather abruptly so Susan Knightly moved her to Treasurer. She stated that she was a business manager in college so the Treasurers role was something she was looking forward to. She stated when she transitioned into the role things were literally dumped into her lap. She stated that Sharon Riley was a huge support to help her get up to speed. She stated that Johnny Miranda and I represent two sides of the coin, he's creative and an artist and she is business focused. She stated because of Covid-19 rather than requiring all of our grantees to complete their projects or events by December 31<sup>st</sup> we extended it until June 30<sup>th</sup>. She stated it creates a complicated situation because we are now working off two fiscal years and two separate spread sheets. She stated that she is here this evening about the various accounts and the expenditures that have taken place. She stated she has balanced every month to the penny with the reports that the Auditors Department provides her. She stated that in 2019 there was an agreement/discussion between Susan Knightly and Mayor Kos. She stated that Susan requested ten thousand dollars to be allocated into a special Mayors fund that the Cultural Council would oversee. She stated one objective is that it would show an act of good faith and help the Council acquire additional funds and grants. She stated that they had a full time grant writer but she moved to Connecticut. She stated that out of the ten thousand dollars allocated we have five thousand nine hundred seven dollars and sixty six cents.

**Councilor Brooks** stated that there where a small amount of itemized expenditures roughly two hundred and ninety two dollars. He stated everything else was clearly directed to membership fees, schools, or the Senior Center. He stated that we're talking about less than three hundred dollars on a budget in a city that carries two hundred and twenty million dollars so it's very much like micro managing. He stated that you couldn't really meet your objective to go out and apply or receive grants due to Covid-19. He stated Sharon checked with the DOR to make sure we met all the requirements and guidelines so we are confident we are abiding by the DOR.

**Councilor Laflamme** stated are we going to replace the Grant Writer.

**Councilor Courchesne** stated that we have to justify to the taxpayer's money that was spent that wasn't supposed to be spent.

**Councilor Brooks** stated that if you go back to the beginning it wasn't explicitly said that the money couldn't be spent.

**Councilor Tilloton** stated that the money was supposed to be used for seed money to get a major grant.

**Councilor Dobosz** stated he agrees with the Council President and he's sure the Cultural Council is spending money wisely and is helping the city. He stated that he was looking for some transparency from the Cultural Council of how the money was spent.

**Susan Morando-McAndrew** stated that this year we received our largest allocation of fifty two thousand three hundred dollars. A few years ago we had a Grant Account and an Admin Account and through the energy of the Cultural Council we have accepted donations, we have fund raised and the fifth account is the Mayors Account. She stated if you add these totals it's close to ninety five thousand dollars and eighty four thousand has been encumbered or allocated to specific grantees that had submitted request and we awarded money to.

**Councilor Labrie** stated that he can see that people were made very happy with the services you provided. He stated that from here on we make sure that if we grant any money we put a stipulation on it.

**Councilor Laflamme** stated how do we know where the money is going.

**Susan Morando-McAndrew** stated that you can see the project title and if you want to look at the Mayor's version you can read the details what each grant is for.

**Councilor Brooks** stated we can have a detailed batch report that could be broadened and attached to their website.

**Susan Morando-McAndrew** stated you could attend our voting meetings where we review grants. She stated we interview grantees to determine that we have diversity reflected across all of our grants.

**Councilor Laflamme** stated that you are doing a great job. He stated he is in favor of a website where we can see how the money is spent and what we can do for the community.

Councilor Tillotson motion to accept the report from the Cultural Council and place on file for further review– Councilor Brooks 2<sup>nd</sup> the motion – motion passed

Committee vote      7 – 0 favorable

#### ITEM #2

Councilor Zygarowski motion to approve the minutes of July 30, 2019 – Councilor Brooks 2<sup>nd</sup> the motion – motion approved

Meeting adjourned at 7:20 PM

**Treasurer's Report as of 6/01/2021**  
**Account Balances**

Account	Mayor	Fundraising	Donations	Grants		Admin
Number	11210004	24G29998	24H29998	22199998-549300		22199998-549302
Starting Balance 5/01/2021	5,907.66	869.71	315.86	85,745.40		883.58
Total Credits				20.00	Interest - March, 2021	494.44
Total Debits				500.00	Grant #39202 - Steve Curylo	
				400.00	Grant #40475 - Audrey Hyvonen	
				119.94	Grant #2021 - Jeanette Rivera	
				494.44	Transfer to Admin Account	
Ending Balance 6/01/2021	5,907.66	869.71	315.86	84,251.02		1,378.02

\$4092.44

ORG	OBJECT	DESCRIPTION	YEAR	EFF DATE	PO/REF2	REFERENCE	AMOUNT	WARRANT VDR NAME/ITEM DESC
11210004	585014	CHICOPEE CULTURAL COUNCIL	2020	05/15/2020	2006108	W C051520	300.00	C051520 GREATER CHICOPEE CHAMBER COMMERCE
11210004	585014	CHICOPEE CULTURAL COUNCIL	2020	01/24/2020	2004164	W C012420	43.00	C012420 MCANDREWS SUSAN MORANDO
11210004	585014	CHICOPEE CULTURAL COUNCIL	2020	12/20/2019	2003532	W C122019	300.00	C122019 FRIENDS OF CHICOPEE SENIOR CITIZENS INC
11210004	585014	CHICOPEE CULTURAL COUNCIL	2020	12/20/2019	2004168	W C122019	800.00	C122019 ENCHANTED CIRCLE INC
11210004	585014	CHICOPEE CULTURAL COUNCIL	2020	12/20/2019	2004168	W C122019	800.00	C122019 ENCHANTED CIRCLE INC
11210004	585014	CHICOPEE CULTURAL COUNCIL	2020	12/20/2019	2004168	W C122019	800.00	C122019 ENCHANTED CIRCLE INC
11210004	585014	CHICOPEE CULTURAL COUNCIL	2020	12/20/2019	2004168	W C122019	800.00	C122019 ENCHANTED CIRCLE INC
11210004	585014	CHICOPEE CULTURAL COUNCIL	2020	11/15/2019	2003539	W C111519	11.52	C111519 SUTHERLAND DEBRA
11210004	585014	CHICOPEE CULTURAL COUNCIL	2020	11/15/2019	2003539	W C111519	10.08	C111519 SUTHERLAND DEBRA
11210004	585014	CHICOPEE CULTURAL COUNCIL	2020	11/15/2019	2003539	W C111519	5.00	C111519 SUTHERLAND DEBRA
11210004	585014	CHICOPEE CULTURAL COUNCIL	2020	11/15/2019	2003539	W C111519	122.74	C111519 SUTHERLAND DEBRA
11210004	585014	CHICOPEE CULTURAL COUNCIL	2020	09/27/2019	2002560	W C092719	100.00	C092719 CATALDO PATRICIA

**COMMENTS**

**MEMBERSHIP DUES**

ANNUAL REORGANIZATIONAL MTG FO

DAN KANE & FREDDIE MARION PERF

ARTS INTEGRATION - LITWIN SCHO

ARTS INTEGRATION - FAIRVIEW SC

ARTS INTEGRATION - BELLAMY SCH

ARTS INTEGRATION - STREIBER SC

REIMBURSEMT FOR SODA & CUPS

REIMBURSEMT FOR ICE AT GET DOW

REIMBURSEMT FOR TABLECLOTHS

REIMBURSEMT FOR FOOD AT CHAMBE

CRYBABY ART - DOWNTOWN GETDOWN

HOME

Confirm

Search

Segment Find

Query Builder

Browse

Actions

Delete

Global

Update

Duplicate

Output

Text file

PDF

Excel

Preview

Office

Schedule

Email

Word

Attach

Notes

Notify

Account

Fund	1000	GENERAL FU	Acct	1000-1-121-4-0000-00-00-585014-
Org	11210004	MAYOR SPEC	Acct name	CHICOPPEE CULTURAL COUNCIL
Object	685014	CULTURAL	Type	Expense
Project			Rollup	
			Sub-Rollup	
<input type="checkbox"/> MultiYr Fund				

4 Year Comparison				Current Year		History	
Yr/Per 2021/11	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Original Budget	Transfers In	Transfers Out	Revised Budget
	0.00	0.00	0.00	0.00	5,907.66	0.00	5,907.66
	0.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00
	0.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00
Actual (Memo)	0.00	4,092.34	0.00	0.00			
Encumbrances	0.00	0.00	0.00	0.00			
Requisitions	0.00						
Available	5,907.66	5,907.66	10,000.00				
Percent used	0.00	40.92	0.00				



# Chicopee City Council Finance Committee Meeting

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JUNE 17, 2021

SUSAN MORANDO MCANDREW,

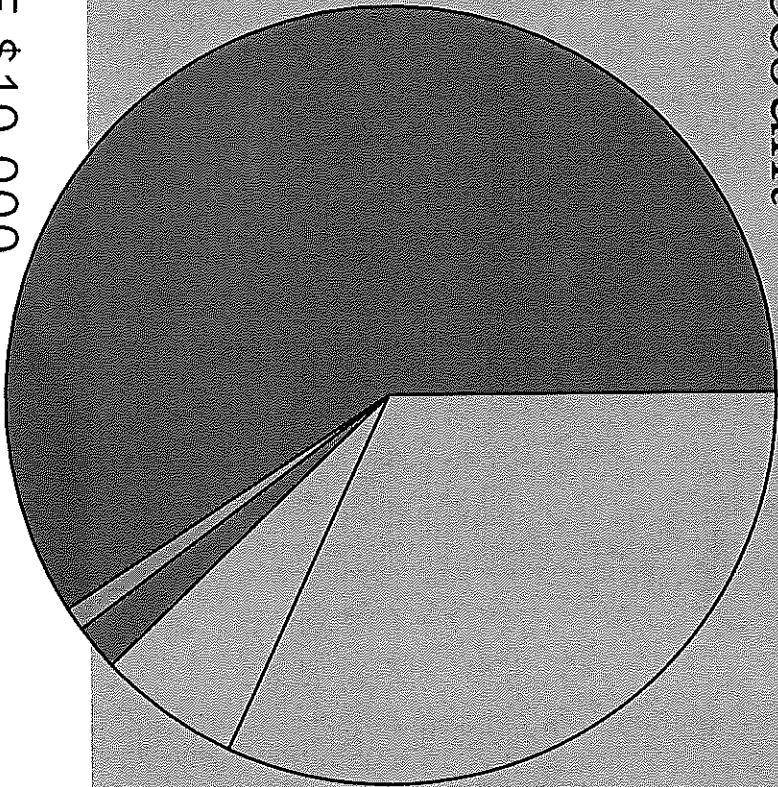
CHICOPEE CULTURAL COUNCIL TREASURER



# 2019 Mayor's Account

## - BREAKDOWN OF \$10,000

- Council Member Reimbursements
- Balance
- 2019 Get Down
- Chicopee Dues/Donations
- Enchanted Circle/School Program



# Participating Chicopee Schools

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- Edward Bellamy Middle School
- Fairview Memorial Middle School
- Sargent Robert R. Litwin Elementary School
- Streiber School

## Mission

Enchanted Circle is a multi-service arts-in-education organization dedicated to engaging, enhancing, and inspiring learning through the arts. We partner with schools and community organizations to provide equal access to arts inspired learning for people of all ages and abilities. Our work fosters creative and critical thinking and bridges arts, education and human services in many of the most underserved and marginalized sectors of Massachusetts. Founded in 1976, Enchanted Circle is a pioneer in the field of arts integration, using the arts as a dynamic teaching tool. Our programs integrate theater, dance, music, visual arts, media arts, and literary arts - with academic and social curricula to improve student outcomes and the development of social emotional health.

# Mayor's Account – Historical View

Chicopee Cultural Council					
Mayor's Account					
Date	Description	Deposits	Debits	Balance	
7.1.2019	Initial Funding from Mayor Kos	\$10,000.00		\$10,000.00	
9.27.2019	Patricia Cataldo - Get Down Artist		\$100.00	\$9,900.00	
11.15.2019	Deb Sutherland		\$11.52	\$9,888.48	
11.15.2019	Deb Sutherland		\$10.08	\$9,878.40	
11.15.2019	Deb Sutherland		\$5.00	\$9,873.40	
11.15.2019	Deb Sutherland		\$122.74	\$9,750.66	
12.20.2019	Friends of Chicopee Senior Center		\$300.00	\$9,450.66	
12.20.2020	Enchanted Circle - Litwin		\$800.00	\$8,650.66	
12.20.2020	Enchanted Circle - Fairview		\$800.00	\$7,850.66	
12.20.2020	Enchanted Circle - Bellamy		\$800.00	\$7,050.66	
12.20.2020	Enchanted Circle - Streiber		\$800.00	\$6,250.66	
1.24.2020	Susan Morando McAndrew		\$43.00	\$6,207.66	
5.15.2020	Chic. Chamber of Com Annual Dues		\$300.00	\$5,907.66	